

# Gibson County Board of Education

Monitoring: <b>Review: Annually, in March</b>	Descriptor Term:  <b>Attendance</b>	Descriptor Code: <b>6.200</b>	Issued Date: <b>07/12/18</b>
		Rescinds: <b>6.200</b>	Issued: <b>10/08/15</b>

1 Attendance is a key factor in student achievement, and therefore, students are expected to be present  
2 each day school is in session.

3 The attendance supervisor shall oversee the entire attendance program which shall include:<sup>1</sup>

- 4 1. All accounting and reporting procedures and their dissemination;
- 5
- 6 2. Alternative program options for students who severely fail to meet minimum attendance  
7 requirements;
- 8
- 9 3. Ensuring that all school age children attend school;
- 10
- 11 4. Providing documentation of enrollment status upon request for students applying for new or  
12 reinstatement of driver's permit or license; and
- 13
- 14 5. Notifying the Department of Safety whenever a student with a driver's permit or license  
15 withdraws from school.<sup>2</sup>

16 Student attendance records shall be given the same level of confidentiality as other student records.  
17 Only authorized school officials with legitimate educational purposes may have access to student  
18 information without the consent of the student or parent/guardian.<sup>3</sup>

19 Absences shall be classified as either excused or unexcused as determined by the principal/designee.  
20 Excused absences shall include:<sup>4</sup>

- 21 1. Personal illness/injury;
- 22
- 23 2. Illness of immediate family member;
- 24
- 25 3. Death in the family;
- 26
- 27 4. Extreme weather conditions;
- 28
- 29 5. Religious observances;<sup>5</sup>
- 30
- 31 6. College visits;
- 32
- 33 7. Pregnancy;

- 1 8. School sponsored or school endorsed activities;<sup>6</sup>
- 2
- 3 9. Summons, subpoena, or court order; or
- 4
- 5 10. Circumstances which in the judgment of the principal create emergencies over which the
- 6 student has no control.

7 The principal shall be responsible for ensuring that:<sup>7</sup>

- 8 1. Attendance is checked and reported daily for each class;
- 9
- 10 2. Daily absentee sheets contain sign in/sign out sheets and indicate students present or absent for
- 11 the majority of the day;
- 12
- 13 3. All student absences are verified;
- 14
- 15 4. Written excuses are submitted for absences and tardiness; and
- 16
- 17 5. System-wide procedures for accounting and reporting are followed.

## 18 **TRUANCY**

### 19 *General*

20 Students shall be present at least fifty percent (50%) of the scheduled school day in order to be counted  
21 present. Students receiving special education services may attend part-time days, alternating days, or for  
22 a specific amount of time as indicated in their Individualized Education Plan or 504 Plan and shall be  
23 considered present for school attendance purposes.<sup>8</sup>

24 Truancy is defined as an absence for an entire school day, a major portion of the school day or the major  
25 portion of any class study hall or activity during the school day for which the student is scheduled.

26 Tardiness is also considered a form of truancy. Every 3rd tardy will equal one (1) unexcused absence  
27 from school and count towards the five (5) unexcused absences allowed per year. A student is considered  
28 tardy when he/she is not present at the beginning of the school day, or misses any part of the school day.

29 If a student is required to participate in a remedial instruction program outside of the regular school day  
30 where there is no cost to the parent(s) and the school system provides transportation, unexcused absences  
31 from these programs shall be reported in the same manner.<sup>9</sup>

32 Students who are absent five (5) days without adequate excuse shall be reported to the director of  
33 schools/designee who will, in turn, provide written notice to the parent(s)/guardian(s) of the student's  
34 absence. If a parent does not provide documentation within five school days to excuse those absences,  
35 or request an attendance hearing, then the Director of Schools shall implement the progressive truancy  
36 intervention plan described below prior to referral to juvenile court. The director of schools/designee  
37 shall also comply with state law regarding the reporting of truant students to the proper authorities.

1 The director of schools/designee shall develop appropriate administrative procedures to implement this  
2 policy.

3 Students participating in school - sponsored activities whether on - or off-campus shall not be counted  
4 absent. In order to qualify as "school-sponsored", the activity must be school-planned, school-directed,  
5 and teacher-supervised.

6 All missed class work or tests may be made up if the student makes the request immediately upon  
7 returning to school and if class time is not taken from other students.

8 The following notes will be used to excuse student absences: (1) maximum of five (5) parent notes per  
9 year; 2) doctor; and 3) funeral Home. A parent note is considered used when a student misses a partial  
10 or full day and returns with a written note from parent/guardian excusing them from the absence.

#### 11 *Progressive Truancy Intervention Plan*<sup>10</sup>

12 Students with three (3) unexcused absences shall be subject to the progressive truancy intervention  
13 framework outlined below.

#### 14 **Tier I**

- 15 1. After 3 unexcused or 5 total absences (at the Principal's discretion\*\*) a meeting will be set up  
16 with parent/guardian and student.  
17
- 18 2. A contract with student expectations will be discussed and signed by parent/guardian and student  
19 to ensure that all parties understand what is expected moving forward and what the next steps  
20 will be for continued absences. The contract shall include:
  - 21 a. A specific description of the school's attendance expectations for the student;
  - 22 b. The period for which the contract is effective. The term of the contract must not exceed  
23 ninety (90) school days or continue beyond the last day of the semester, whichever comes  
24 first; and
  - 25 c. Penalties for additional absences and alleged school offenses, including additional  
26 disciplinary action and potential referral to juvenile court; and
  - 27 d. Regularly scheduled follow-up meetings and/or phone calls to discuss the student's  
28 progress.
- 29
- 30 3. If parent/guardian fail to attend this meeting, the principal will sign the contract and the office  
31 staff will make another attempt to get parent/guardian's signature. If no signature is acquired,  
32 the contract will be sent via certified mail becoming effective immediately.  
33
- 34 4. If the student accumulates additional unexcused absences in violation of the attendance  
35 contract, he/she shall be subject to the additional tiers.

#### 36 **Tier II**

- 37 1. An Individualized Intervention and Assessment Program will be initiated with parents and  
38 student to try and help improve attendance.  
39

- 1        2. This assessment may result in a referral to counseling, community-based services, or other  
2        services to address the student's attendance problems.
- 3
- 4        3. After 5 unexcused or 8 total absences a letter from the Central Office will be sent notifying  
5        parent/guardian of their child's continued attendance problem.

### 6    **Tier III**

7    After 5 unexcused absences the Attendance Supervisory Team will make a home visit to discuss  
8    continued absences from school and let the parent/guardian know that a Truancy Petition to Juvenile  
9    Court will be the next step if any more unexcused absences are accrued. Other potential penalties may  
10   include, but are not limited to the following:

- 11        1. Social Probation:
  - 12            a. After School Hours - the student will not be allowed to perform in or attend any after  
13            school extra-curricular activities. This includes athletic events, band or music  
14            performance of any kind, dances, Prom, club meetings or events. Student is not to be on  
15            school property during after school hours unless enrolled in the after school tutoring  
16            program, etc.
  - 17            b. During School Hours - The student will not be allowed to attend any type of reward  
18            program, reward field trip, or pep rallies.
- 19
- 20        2. School Based Community Service - this will be required by both parent/guardian and student  
21        outside of regular school hours.
- 22
- 23        3. Participation in a restorative justice program
- 24
- 25        4. Saturday courses
- 26
- 27        5. Counseling

28    **\*\* Principal' s discretion:** if the principal is aware of a situation that is causing absences that cannot  
29    be avoided then they can excuse the student and there will be no cause for a contract at that time.

### 30    **MILITARY SERVICE OF PARENT/GUARDIAN**

31    School principals shall provide students with a one-day excused absence prior to the deployment of  
32    and a one-day excused absence upon the return of a parent or custodian serving active military service.

33    Principals shall also allow up to ten (10) excused cumulative absences per year for students to visit a  
34    parent/guardian during a deployment cycle. The student shall provide documentation to the school as  
35    proof of his/her parent's/guardian's deployment. Students shall be permitted to make up schoolwork  
36    missed during these absences.<sup>11</sup>

### 37    **STATE-MANDATED ASSESSMENT**

38    Students who are absent the day of the scheduled End of Course exam will receive an incomplete in  
39    the course until they have taken the appropriate make-up exam.

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## 1 CREDIT/PROMOTION DENIAL

2 Credit/promotion denial determinations may include student attendance, however, student attendance  
3 may not be the sole criterion.<sup>12</sup> If attendance is a factor, prior to credit/promotion denial, the following  
4 shall occur:

- 5 1. The student and the parent/guardian shall be advised if student is in danger of credit/promotion  
6 denial due to excessive absenteeism.  
7
- 8 2. Procedures in due process are available to the student when credit or promotion is denied.

## 9 DRIVER'S LICENSE REVOCATION<sup>2</sup>

10 More than ten (10) consecutive or fifteen (15) reported unexcused absences by a student during any  
11 semester renders a student ineligible to retain a driver's permit or license, or to obtain such if of age.

12 In order to qualify for reclaiming a driver's permit or license, the student must make a passing grade in  
13 at least three (3) full unit subjects or their equivalency at the conclusion of a subsequent grading period.

## 14 ATTENDANCE HEARING<sup>13</sup>

15 Students with excessive (more than 5) unexcused absences or those in danger of credit/promotion denial  
16 shall have the opportunity to appeal to an attendance hearing committee appointed by the principal. If  
17 the student chooses to appeal, the student or his/her parent(s)/guardian(s) shall be provided written or  
18 actual notice of the appeal hearing and shall be given the opportunity to address the committee. The  
19 committee will conduct a hearing to determine if any extenuating circumstances exist or to determine if  
20 the student has met attendance requirements that will allow him/her to pass the course or be promoted.  
21 Upon notification of the attendance committee decision, the principal shall send written notification to  
22 the director of schools/ designee and the parent(s)/ guardian( s) of the student of any action taken  
23 regarding the excessive unexcused absences. The notification shall advise parents/guardian(s) of their  
24 right to appeal such action within two (2) school days to the director of schools/designee.

25 The appeal shall be heard no later than ten (10) school days after the request for appeal is received.

26 Within five (5) school days of the director of schools/designee rendering a decision, the student's  
27 parent(s)/guardian(s) may request a hearing by the board, and the board shall review the record.  
28 Following the review, the board may affirm or overturn the decision of the director of schools/designee.  
29 The action of the board shall be final.

30 The director of schools/designee shall ensure that this policy is posted in each school building and  
31 disseminated to all students, parents, teachers, and administrative staff.

32 Student attendance records shall be given the same level of confidentiality as other student records. Only  
33 authorized school officials with legitimate educational purposes may have access to student information  
34 without the consent of the student or parent/guardian.<sup>3</sup>

35 Requests for students to attend school in counties in adjoining states shall be considered on a case-by-  
36 case basis.

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Legal References

1. TRR/MS 0520-01-03-.08(1)(a); TCA 49-6-3006
2. TCA 49-6-3017(c)
3. TCA 10-7-504; 20 USCA § 1232g
4. TRR/MS 0520-01-02-.17(1)(c)
5. TRR/MS 0520-01-03-.03(15); TCA 49-6-2904(b)(5)
6. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
7. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017); TCA 49-6-3007; Public Acts of 2018, Chapter No. 958
8. TN Department of Education, *Student Membership and Attendance Procedures Manual* (2017)
9. TCA 49-6-3021
10. TCA 49-6-3007; TCA 49-6-3009; Public Acts of 2018, Chapter No. 958
11. TCA 49-6-3019
12. TCA 49-2-203(b)(7)
13. TRR/MS 0520-01-02-.17

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Cross References

School Calendar 1.800  
Extracurricular Activities 4.300  
Interscholastic Athletics 4.301  
Field Trips/Excursions/Competitions 4.302  
Reporting Student Progress 4.601  
Promotion and Retention 4.603  
Recognition of Religious Beliefs, Customs, & Holidays 4.803  
Voluntary Pre-K Attendance 6.2011  
Students in Foster Care 6.505  
Student Records 6.600